

**State of Minnesota**

County \_\_\_\_\_

**Conciliation Court**

Judicial District \_\_\_\_\_

Case No. \_\_\_\_\_

**STATEMENT OF CLAIM AND SUMMONS****Plaintiff #1**

Name
Address
City/State/Zip

VS.

**Defendant #1**

Name
Address
City/State/Zip

**Plaintiff #2**

Name
Address
City/State/Zip

VS.

**Defendant #2**

Name
Address
City/State/Zip

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T**PLAINTIFF'S STATEMENT OF CLAIM**

1. The Defendant(s) owe(s) me \$ \_\_\_\_\_, plus filing fees and costs of \$ \_\_\_\_\_, for a total of \$ \_\_\_\_\_ because (state what happened and when it happened):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. The Defendant(s) has/have the following property that belongs to me (list property), \$ \_\_\_\_\_ valued at \$ \_\_\_\_\_, plus filing fees and costs of \$ \_\_\_\_\_, for a total of \$ \_\_\_\_\_. I want the Court to order this property returned to me or make the Defendant(s) pay me money for the value of the property.  
 3. I believe the person(s) I am suing is/are at least 18 years old and not in the military service.  
 4. I understand that if I do not come to court on my hearing date, my case will be dismissed and I may have to pay money to the Defendant(s) on any counterclaim that has been filed.

NOTARY STAMP OR COURT SEAL	SWORN TO BEFORE ME ON:  Date: _____  Signature: _____	THE ABOVE STATEMENT OF CLAIM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE  Signature: _____ Name: _____ Title (if representative): _____ Telephone: _____
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**Notice of Settlement**

The above-entitled case having been settled, the same may be and hereby is dismissed with my consent.

Date:

Plaintiff's Signature:

**SUMMONS: IMPORTANT NOTICE TO THE PARTIES**

You must come to court for a hearing on \_\_\_\_\_ at \_\_\_\_\_ .m. at \_\_\_\_\_ .

Location/Address \_\_\_\_\_

If you do not come to court for this hearing, you may lose the case and have to pay money to the other party.

Dated: \_\_\_\_\_ Court Administrator/Deputy \_\_\_\_\_

**EXHIBIT B**

Case No. \_\_\_\_\_

## **MEMORANDA OF PROCEEDINGS**

Judgment becomes final and time for removal expires on

Action	Date	Action	Date
Claim filed		Notices Mailed	
Hearing set for		Stricken-Settled	
Notices Mailed		Order of Dismissal	
Notice returned/not delivered		Judgment Entered	
Notice re-mailed		Notice of Judgment mailed	
Answer/Offer filed		Judgment satisfied	
Counterclaim filed		Removal/Appeal perfected	
Notices mailed		Order Vacating Judgment	
Hearing continued/reset to		Transcript issued	
Notices mailed		Exhibit Inf. (Date filed)	
Hearing continued/reset to		Exhibits returned	

## **SETTLEMENT AGREEMENT**

Minn. Gen. R. Prac. 512(e)

Plaintiff(s) and Defendant(s) have agreed upon a settlement of this case, which agreement is as follows:

Plaintiff(s) and Defendant(s) further agree that they will abide the judgment to be entered based upon this agreement, without removal, appeal or further litigation.

Plaintiff	Defendant
Plaintiff	Defendant
Dated: _____	Judge _____

Dated:

## INSTRUCTIONS

- **Failure to Appear:** If Defendant does not come to Court for the scheduled hearing, the Defendant may lose the case and have to pay money to the Plaintiff. If Plaintiff does not come to Court for the scheduled hearing, the case may be dismissed and the Plaintiff may have to pay money to the Defendant on any counterclaim that has been filed.
- **Questions:** All questions and correspondence should be addressed to the Conciliation Court.
- **Change of Hearing Date:** The court administrator may change the hearing date if there is good cause for a continuance, but only if you request a different hearing date at least five days prior to the scheduled hearing. The court administrator may change only one hearing date per party. All other requests for a change of hearing date must be determined by the judge. All parties will be notified by the Court of any new hearing date. The Court in its discretion may assess costs of not more than \$50.00, either absolute or conditional, to the other party as a condition of granting an order for a continuance of any case.
- **Counterclaims:** If the Defendant wants to bring a counterclaim against the Plaintiff, it must be filed, along with a filing fee, at least five days (not including Saturdays, Sundays, and holidays) before the scheduled hearing date. The Court will then notify the Plaintiff of any such counterclaim. The Court will hear both the claim and counterclaim at the same time. If the counterclaim exceeds the jurisdictional limit of the Conciliation Court, see Rule 510 of Minnesota General Rules of Practice for the District Courts.
- **Evidence and Witnesses:** Each party must bring to the hearing all witnesses and exhibits, including repair bills and estimates, deemed necessary to prove his or her case. Upon request, the Court will issue subpoenas requiring witnesses to appear.
- **Trials:** After hearing the evidence, the Judge will either issue an order right away or take the case under advisement and issue an Order at a later date. The parties will be notified by mail of the Judge's decision. If a party changes his or her address, the Court must be notified.
- **Settlement:** If the parties agree on a settlement prior to the hearing, each party who has made a claim or counterclaim must promptly tell the Court in writing that the claim or counterclaim has been settled and that it may be dismissed.
- The Plaintiff may notify the Court by completing and filing with the Court the Notice of Settlement section on the Statement of Claim form.